#ccc051938

## PARSONS ENGINEERING SCIENCE, INC.

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## **MEETING MINUTES**

TO:

Distribution

DATE:

February 24, 1995

FROM:

Philip A. Nixon

**PROJECT:** Solar Ponds Phase I IM/IRA

MEMO #:

SP307:030395.01

ATTENDANCE:

**DISTRIBUTION:** 

Andy Ledford, EG&G Erica Atchinson, EG&G Mike Bretz, EG&G Phil Nixon, Parsons ES Alan Putinsky, Parsons ES M. Matthews (2) EG&G Walt Edmonson Harry Heidkamp Rick Wilkinson Terry Kuykendall Central Files

SUBJECT: Earned Value Reporting and Forecasting the Remainder of 1995

Andy Ledford indicated that there is a substantial discrepancy between the EG&G and Parsons ES forecasted costs for the remainder of FY95 under the IM/IRA-EA DD work package. The EG&G estimate to complete predicts that Parsons ES will greatly exceed the negotiated budget.

Phil Nixon pointed out that the discrepancy is accented by the fact that the Parsons ES baseline is structured to close WBS elements 1.1 through 1.4 (Parts I-IV) at the completion of Proposed IM/IRA-EA Decision Document, with the remainder of the project being addressed through the responsiveness summary task (WBS 1.5). The current EG&G baseline is different in that the costs for preparing the Final IM/IRA-EA Decision Document remains in WBS elements 1.1-1.4. Phil Nixon stated that the funding in the responsiveness summary task is not likely to be adequate for the preparation of the responsiveness summary and the final IM/IRA-EA Decision Document. It was agreed that Parsons ES would provide their baseline funding profile (resource Allocation) for the period beginning with the negotiated contract modification #5, and the baseline profile prior to contract modification #5.

In addition, Parsons ES would estimate the IM/IRA-EA Decision Document tasks to completion. It was agreed that the design tasks are currently on track.

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Andy Ledford requested that the February Earned Value Report be prepared to move the overruns in the Part tasks from the Project Management task (WBS 1.6) back to the part tasks (WBS 1.1-1.4), and show a revised estimate to complete. Andy Ledford stated that Parsons ES could not move funding from one WBS element to another with out the approval from EG&G.

Erica Atchinson requested that Parsons ES make the invoices easier to review and use. She stated that the double numbering is confusing. Alan Putinsky stated that the double invoicing is a result of the accounting system being segregated into Parsons Major Projects Division (MPD) and Consulting Division which merged to become Parsons Engineering Science. Ms. Atchinson also requested that Parsons ES check each WBS element to ensure that they add properly on the invoice.

Andy Ledford stated that there would be a weekly conference call to discuss the financial status of the ongoing projects as well as a schedule status. It was recommended that the conference call occur on Monday mornings.

Andy Ledford also requested that the weekly status report be modified to include a list of the personnel who charged to the project including their hours and the scope of service. Phil Nixon indicated that the weekly status report addresses the currently weeks activities, but could only present the past weeks financial status since time cards are submitted on Fridays. Andy Ledford understood the accounting systems need to be a week behind.